

BUILDING YOUR RESUME: Through the Years (Created by Clara Lyden, February 2020)

FRESHMAN	<p>HIGH SCHOOL ACTIVITIES</p> <ul style="list-style-type: none">• Include activities that were important to you (e.g. sports, arts, student government)• Include any volunteering (e.g. mission trips, non-profits)• Emphasize any leadership and transferable skills (e.g. being team captain, leading choir rehearsals) <p><i>Delete section after freshman year unless relevant to college interests/activities/career goals</i></p>	<p>RELEVANT COURSEWORK</p> <ul style="list-style-type: none">• Emphasize current and past science, math, and engineering courses• Don't abbreviate course names (e.g. Introduction to Engineering Problem Solving, not EPS)• List any, and all, appropriate project experience <p><i>Delete section when you need more space on resume in upper years of college</i></p>	<p>WORK EXPERIENCE</p> <ul style="list-style-type: none">• Include jobs from high school (if you had any)• Include roles that have specific skills you can highlight (e.g. customer service, creating schedules, training employees)• Replace jobs with engineering-related roles as you progress through college <p><i>Only keep jobs relevant to future career as you gain more experience in engineering roles</i></p>
SOPHOMORE	<p>SKILLS</p> <ul style="list-style-type: none">• Include any programming languages or software• Put skill level of language/software (e.g. Advanced, Proficient, Familiar)• Include soft skills and broader skills (e.g. public speaking, teamwork, technical writing)• Add any other languages you speak or are proficient in <p><i>Important section to continue to develop in upper years for internship and job applications</i></p>	<p>ENGINEERING EXPERIENCE – PROJECTS</p> <ul style="list-style-type: none">• Explain projects you have done in courses (e.g. Introduction to Engineering Problem Solving, Introduction to Engineering Computing, specific major courses if taken any)• Explain what you designed/created if applicable• Emphasize skills you learned from projects, such as specific software <p><i>Develop with projects that are more relevant to specific coursework as you progress</i></p>	<p>CAMPUS INVOLVEMENT</p> <ul style="list-style-type: none">• Include college activities you have been involved in, tasks completed/time spent in activities, and your role (e.g. member, executive position)• Don't feel limited to engineering-related activities; unique activities will make you stand out to employers• Highlight specific things you have done within an activity (e.g. fundraising money, attending a conference, volunteering) <p><i>Develop as you get further into college, include the activities that you are regularly involved in and a part of</i></p>
JUNIOR/SENIOR	<p>STUDY ABROAD</p> <ul style="list-style-type: none">• Incorporate into many sections, such as Skills, Engineering Experience, Campus Involvement/Activities• Include location and duration/time of study abroad and goals accomplished (e.g. taking certain courses, developing language skills) <p><i>Consider making its own section if it directly relates to your career goals</i></p>	<p>ENGINEERING EXPERIENCE – WORK</p> <ul style="list-style-type: none">• Highlight most important aspects of engineering experience in addition to projects, like internships or research• Include specific tasks and projects you accomplished in internships <p><i>Consider creating two separate sections for Engineering Course Projects and Engineering/Work Experience</i></p>	<p>LEADERSHIP</p> <ul style="list-style-type: none">• Emphasize leadership throughout your resume (even if not its own section)• Include part-time roles like being a teaching assistant or holding an executive position in a student organization• Incorporate communication and teamwork skills – employers love seeing this! <p><i>Consider combining with Campus Involvement or another section (e.g. Leadership and Campus Involvement)</i></p>